



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO GENERAL ORDER
NO. 8-07

JUL 24 2007

I. AUTHORITY: Approval by the Director, Defense Logistics Agency (DLA).

II. REFERENCES:

- A. DLIS General Order No. 06-08, October 10, 2006.
- B. DLIS General Order No. 06-04, August 3, 2006.
- C. DLIS General Order No. 05-09, August 30, 2005.
- D. DLIS General Order No. 05-08, August 10, 2005.
- E. DLIS General Order No. 05-01, December 3, 2004.

III. Pursuant to cited authority and effective July 22, 2007, the Defense Logistics Information Service (DLIS), Directorate of Cataloging (DLIS-K), and the Directorate of Logistics Information Management (DLIS-S) is reorganized as follows:

A. The new organization structure in DLIS-K consolidates and centralizes all similar functions. It is designed around the three major business areas: Item Introduction, Data Maintenance, and Logistics Data Program Management. The reorganization eliminates a service-specific structure; creates a more flexible, versatile workforce to meet future challenges; and is designed to streamline existing business processes and maximizes current resources to continue providing high-level support to the warfighter. All mission, functions, personnel, and resources are realigned accordingly within DLIS-K.

B. The Directorate of Cataloging (DLIS-K) is renamed the Directorate of Logistics Data Management (DLIS-K).

C. The Cataloging Support Branch (DLIS-KCS) is redesignated the Logistics Data Management Support Division (DLIS-KS). The other DLIS-K and DLIS-S offices are disestablished as follows:

- 1. Army Cataloging Division (KA)
 - a. Communications, Electronics, and Aviation Branch (KAE)
 - b. Communications Section (KAEA)
 - c. Electronics Section (KAEB)
 - d. Aviation Section (KAEC)
 - e. Ground Armament and Troop Support Branch (KAL)
 - f. Ground Support Section (KALB)
 - g. Armament Support Section (KALC)
 - h. Troop Support Section (KALD)
- 2. Navy and Marines Corps Cataloging Division (KB)
 - a. Navy, Marine Corps, and DLA Maintenance Branch (KBM)
 - b. Navy Air and DLA Maintenance Cataloging Section (KBMA)
 - c. Marine Corps and DLA Maintenance Cataloging Section (KBMM)
 - d. Navy Sea and DLA Maintenance Cataloging Section (KBMS)



- e. Marine Corps, Navy, and DLA New Item Cataloging Branch (KBN)
- f. DLA and Navy Air New Item Cataloging Section (KBNA)
- g. Marine Corps, Navy, DLA New Item, and Provisioning Support Section (KBNN)
- h. DLA and Navy Sea New Item Cataloging Section (KBNS)
- 3. Cataloging Management and Support Division (KC)
 - a. Cataloging Support Branch (KCS)
 - b. Cataloging Procedures, Programs, and Joint Provisioning Branch (KCG)
 - c. Cataloging Procedures and Program Section (KCGA)
 - d. Joint Provisioning Section (KCGB)
- 4. Air Force Cataloging Division (KF)
 - a. Aircraft, Electronics, and Communications Branch (KFE)
 - b. Aircraft Section (KFEA)
 - c. Communications Section (KFEB)
 - d. Electronics Section (KFEC)
 - e. Hardware, Repair, and Equipment Branch (KFG)
 - f. Hardware Section (KFGA)
 - g. Repair Section (KFGB)
 - h. Equipment Section (KFGC)
- 5. International Division (KI)
 - a. International National Stockpile Number (NSN) Requests (LSA) Branch (KIB)
 - b. U.S. NSN Requests (LSB), Maintenance and Process Control Branch (KIC)
- 6. The Demilitarization (DEMIL) Coding Integrity Branch (SDD)
- D. The following new DLIS-K offices are established:
 - 1. Data Maintenance Division (KD)
 - a. Data Maintenance Aviation Branch (KDA)
 - b. Data Maintenance Aviation Guidance/Control Section (KDAA)
 - c. Data Maintenance Aviation Structural Section (KDAS)
 - d. Data Maintenance Aviation/Missile Section (KDAT)
 - e. Data Maintenance Land/General Branch (KDL)
 - f. Data Maintenance Combat Section (KDLC)
 - g. Data Maintenance Ground Section (KDLG)
 - h. Data Maintenance Maritime General Branch (KDM)
 - i. Data Maintenance Maritime Air Section (KDMA)
 - j. Data Maintenance Sea Section (KDMS)
 - k. Data Maintenance Troop/General Branch (KDT)
 - l. Data Maintenance Communications Electronics Section (KDTE)
 - m. Data Maintenance General Section (KDTG)
 - n. Data Maintenance Troop Section (KDTT)
 - 2. Item Introduction Division (KL)
 - a. Item Introduction Aviation Branch (KLA)
 - b. Item Introduction Avionics Section (KLAA)
 - c. Item Introduction Aviation/Missile Section (KLAM)
 - d. Item Introduction Structural Section (KLAS)
 - e. Item Introduction Land-Maritime Branch (KLL)

- f. Item Introduction Surface/Combat Section (KLLC)
 - g. Item Introduction Communications/Electronics Section (KLLE)
 - h. Item Introduction Ground Section (KLLG)
 - i. Item Introduction Troop/General Branch (KLT)
 - j. DEMIL Coding Management Section (KLTD)
 - k. Item Introduction General Section (KLTG)
 - l. Item Introduction Troop Section (KLTT)
3. Logistics Data Program Management Division (KP)
- a. Logistics Data Program Management Provisioning Branch (KPD)
 - b. Logistics Data Program Management National Codification Bureau Branch (KPN)
 - c. Logistics Data Program Management Processes Branch (KPP)
- IV. Administrative support and services will be provided by J-6B/DLIS, DES Battle Creek, and J-8 DLIS-R, as appropriate.

FOR THE DIRECTOR:

A handwritten signature in black ink, appearing to read 'A. B. Morrill III', with a large, stylized loop at the end.

A. B. MORRILL III
Major General, USAF
Vice Director

DIRECTORATE OF LOGISTICS DATA MANAGEMENT (K)

MISSION:

Serves as principal advisor and assistant to the Commander, Defense Logistics Information Service (DLIS) in providing Logistics Data Management services in support of the warfighter, U.S. military services, civil agencies, and allied defense ministries. Responsible for operational control and accomplishment of cataloging support (12 cataloging tasks, see Annex) for all National Stock Numbered (NSN) items and other items of supply used or managed by the Department of Defense (DOD), Federal agencies, North Atlantic Treaty Organization (NATO), and other allied nations. Develops and implements procedures and internal DLIS policies for the accomplishment of all related functions. Researches and identifies new opportunities for improved cataloging and expansion of customer base. Liaison to military services and Defense Logistics Agency (DLA) supply centers. Member of the DLIS Corporate Board that teams with the other directors in achieving the DLA and DLIS visions, goals, and tasks. As the focal point for all DOD cataloging actions, this organization is dedicated to providing state-of-the-art logistics support to the entire logistics community that we service. Manages the DOD Demilitarization (DEMIL) Coding in the Federal Logistics Information System (FLIS), focusing on review, validation, and assignment of appropriate DEMIL codes on DOD inventory items.

FUNCTION: Performs functions specified throughout this document and the attached annexes.

DATA MAINTENANCE DIVISION (KD)

MISSION:

Serves as the principal advisor/assistant to the Director of Logistics Data Management in providing data maintenance services in support of the Army, Marine Corps, Navy, Air Force, DLA, International, National Weather Service (NWS), Federal Aviation Administration (FAA), and National Geospatial-Intelligence Agency (NGA). Responsible for operational control and accomplishment of data maintenance support (12 cataloging tasks, see Annex) for NSN items and other items of supply used and/or managed by each of these military services, international and federal agencies. Executes responsibility for the Primary Inventory Control Activity (PICA) and/or Secondary Inventory Control Activity (SICA) data maintenance processes, except Item Management Codes and identifies special projects to support their initiatives. This organization is dedicated to providing state-of-the-art logistics support to our customers.

DATA MAINTENANCE AVIATION BRANCH (KDA)

MISSION:

Provides logistics data maintenance support to the Army, Marine Corps, Navy, Air Force, federal, and DLA functions and programs. Provides on-time logistics information services in support of the Air Logistics Commands (ALCs), Aviation Missile Command (AMCOM), Naval Inventory Control Points (NAVICP), DLA Supply Centers, DLA Inventory Control Points (ICPs) managed aviation related commodities, and the FAA. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies.

DATA MAINTENANCE AVIATION GUIDANCE/CONTROL SECTION (KDAA)

FUNCTIONS:

1. Provides data maintenance support to the Navy, Air Force, and DLA.
2. Serves as the Navy PICA and SICA focal point for the Navy's participation in the Defense Inactive Item Program (DIIP).

DATA MAINTENANCE AVIATION STRUCTURAL SECTION (KDAS)

FUNCTIONS:

1. Provides data maintenance support to the Air Force, DLA, and FAA.
2. Serves as the focal point for Air Force Support Equipment Recommendation Data (SERD) responsibilities.
3. Provides support to Time Compliance Technical Order (TCTO) supply data requirements.

DATA MAINTENANCE AVIATION/MISSILE SECTION (KDAT)

FUNCTION: Provides data maintenance support to the AMCOM, Air Force, and DLA.

DATA MAINTENANCE LAND/GENERAL BRANCH (KDL)

MISSION:

Provides logistics data maintenance support to the Army, Marine Corps, Air Force, and DLA functions and programs. Provides on-time logistics information services in support of the ALCs, U.S. Army Tank-Automotive and Armaments Life Cycle Management Command (TACOM), Joint Munitions Command (JMC), the Single Manager for Conventional Ammunition (SMCA), Marine Corps Logistics Base, DLA Supply Centers, DLA ICP managed Land/General, Ground Support, Armament, Communications, and Electronics related commodities. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies.

DATA MAINTENANCE COMBAT SECTION (KDLC)

FUNCTION: Provides data maintenance support to the Army, Air Force, DLA, and TACOM-RI.

DATA MAINTENANCE GROUND SECTION (KDLG)

FUNCTION: Provides data maintenance support to the Marine Corps, Air Force, and DLA.

DATA MAINTENANCE MARITIME/GENERAL BRANCH (KDM)

MISSION:

Provides logistics data maintenance support to the Army, Navy, Air Force, federal, and DLA functions and programs. Provides on-time logistics information services in support of the ALCs, TACOM, NAVICP, DLA Supply Centers, DLA ICP managed maritime related commodities, the NWS, and NGA. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies.

DATA MAINTENANCE MARITIME AIR SECTION (KDMA)

FUNCTION: Provides data maintenance support to Army, Air Force, TACOM-MI, and DLA.

DATA MAINTENANCE SEA SECTION (KDMS)

FUNCTION: Provides data maintenance support to the Navy, Air Force Cryptological, DLA, NWS, and NGA.

DATA MAINTENANCE TROOP/GENERAL BRANCH (KDT)

MISSION:

Provides logistics data maintenance support to the Army, Marine Corps, Air Force, DLA, and international functions and programs. Provides on-time logistics information services in support of the ALCs, TACOM, U.S. Army Communications-Electronics Life Cycle Management Command (CECOM), DLA Supply Centers, DLA ICP managed troop related commodities, Marine Corps Logistics Base, and international customers. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies.

DATA MAINTENANCE COMMUNICATIONS ELECTRONICS SECTION (KDTE)

FUNCTION: Provides data maintenance support to Army CECOM and DLA.

DATA MAINTENANCE GENERAL SECTION (KDTG)

FUNCTION: Provides data maintenance support to Air Force and DLA.

DATA MAINTENANCE TROOP SECTION (KDTT)

FUNCTIONS:

1. Provides data maintenance support to the Army Troop Support Section (TACOM-NATICK), DLA, and international customers.
2. Processes and controls collaboration requests.

ITEM INTRODUCTION DIVISION (KL)

MISSION:

Serves as the principal advisor/assistant to the Director of Logistics Data Management in providing item introduction and provisioning support and tool development in support of the Army, Marine Corps, Navy, Air Force, DLA, General Supply Agency (GSA), international, and other civil and federal agencies, including NWS, NGA, and FAA. Responsible for operational control and accomplishment of accurately identifying items of supply and assigning NSNs (12 cataloging tasks, see Annex) for items managed by each of these military services, international, and federal/civil agencies. This organization is dedicated to providing state-of-the-art logistics support to the customer in the field, the materiel developer, and the rest of the logistics community. Manages the DEMIL coding program in the FLIS, focusing on review, validation, and assignment of appropriate DEMIL codes on DOD inventory items.

ITEM INTRODUCTION AVIATION BRANCH (KLA)

MISSION:

Provides logistics management data and services in support of Army, Marine Corps, Navy, Air Force, DLA, and International functions and programs. Provides on-time logistics information services and initiation of new logistics data NSN records in support of the ALCs, Air Force Cryptologic, AMCOM, NAVICP, DLA Supply Centers, DLA ICP managed Structural, Aviation/Missile, and Avionics related commodities, as well as NWS, FAA, NGA, and International. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies.

ITEM INTRODUCTION AVIONICS SECTION (KLAA)

FUNCTIONS:

1. Provides item introduction and provisioning support for NAVAIR, AMCOM, and DLA.
2. Provides DD180 (Toolwork) support for processing and coordination. May include support to the DD180 database and the Federal Supply Class (FSC) Dispute Panel.
3. Receives, reviews, processes, and controls item introduction from NATO countries and other allied nations for materials manufactured or design-controlled in the U.S.
4. Provides technical assistance related to the NATO Codification System to contractors and other non-governmental participants.
5. Reviews and corrects transactions submitted to FLIS by NATO and other allied nations which are rejected. Inputs corrected data for use by U.S. logisticians.
6. Submits, manages, and oversees the engineering data assets which are stored in the NATO Military Engineering Data Asset Locator System (MEDALS) Repository (Code D49).
7. Performs mentoring for National Codification Bureau (NCB) College students.

8. Receives, reviews, processes, and controls item introduction requests from the U.S. military services and DLA which require NSN assignment by the NCB of other nations.

ITEM INTRODUCTION AVIATION/MISSILE SECTION (KLAM)

FUNCTIONS:

1. Provides item introduction and provisioning support for NAVAIR, international, and DLA.
2. Provides DD180 (Toolwork) support for processing and coordination.
3. Receives, reviews, processes, and controls item introduction from NATO countries and other allied nations for materials manufactured or design-controlled in the U.S.
4. Provides technical assistance related to the NATO Codification System to contractors and other non-governmental participants.
5. Reviews and corrects transactions submitted to FLIS by NATO and other allied nations which are rejected. Inputs corrected data for use by U.S. logisticians.
6. Submits, manages, and oversees the engineering data assets which are stored in the NATO MEDALS Repository (Code D49).
7. Performs mentoring for NCB College students.

ITEM INTRODUCTION STRUCTURAL SECTION (KLAS)

FUNCTIONS:

1. Provides item introduction and provisioning support for Air Force, Air Force Cryptologic, NWS, FAA, NGA, and DLA.
2. Provides DD180 (Toolwork) support for processing and coordination. May include support to the DD180 database and FSC Dispute Panel.

ITEM INTRODUCTION LAND-MARITIME BRANCH (KLL)

MISSION:

Provides logistics management data and services in support of Army, Marine Corps, Navy, Air Force, and DLA functions and programs. Provides on-time logistics information services and initiation of new logistics data NSN records in support of the ALCs, TACOM, JMC, SMCA, NAVICP, and the DLA Supply Centers, DLA ICP managed Land/Maritime, Ground Support, Armament, Communications, and Electronics related commodities. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies.

ITEM INTRODUCTION SURFACE/COMBAT SECTION (KLLC)

FUNCTIONS:

1. Provides item introduction and provisioning support for Marine Corps, Air Force, and DLA.
2. Provides DD180 (Toolwork) support for processing and coordination; may include support to the DD180 database and FSC Dispute Panel.

ITEM INTRODUCTION COMMUNICATIONS/ELECTRONICS SECTION (KLLE)

FUNCTIONS:

1. Provides item introduction and provisioning support for Navy Sea and DLA.
2. Provides DD180 (Toolwork) support for processing and coordination; may include support to the DD180 database and FSC Dispute Panel.

ITEM INTRODUCTION GROUND SECTION (KLLG)

FUNCTIONS:

1. Provides item introduction and provisioning support for TACOM-MI, TACOM-RI, JMC, SMCA, Air Force Ammunition, Navy Air, and DLA.
2. Provides DD180 (Toolwork) support for processing and coordination; may include support to the DD180 database and FSC Dispute Panel.
3. Provides support to DOD Activity Address Code (DODAAC), Locally Assigned Ammunition Code (LAARC) and the Joint Hazardous Classification System Listing.

ITEM INTRODUCTION TROOP/GENERAL BRANCH (KLT)

MISSION:

Provides logistics management data and services in support of Army, Marine Corps, Navy, Air Force, GSA, DLA, and international functions and programs. Provides on-time logistics information services and initiation of new logistics data NSN records in support of the ALCs, CECOM, GSA, TACOM-Natick and the DLA Supply Centers, DLA ICP managed Communication and Electronics, Clothing and Textile (C&T), and Medical and Subsistence related commodities. Develops and implements business and strategic plans in support of division, directorate, and DLIS strategies. Manages the DOD DEMIL coding program in the FLIS, focusing on review, validation, and assignment of appropriate DEMIL codes on DOD inventory items.

DEMILITARIZATION (DEMIL) CODING MANAGEMENT SECTION (KLTD)

FUNCTIONS:

1. Provides administration, oversight, management, and program/application maintenance for the DOD DEMIL Coding Program in FLIS. This includes the review and validation of all NSNs entering FLIS as new items, and the operation of the DEMIL Challenge Program in support of the Defense Reutilization and Marketing Service (DRMS).
2. Processes DEMIL challenges submitted by the DOD DEMIL Program Office and services/agencies and provides specialized support and assistance to a variety of activities such as the Trade Security Control Office (TSCO), Defense Criminal Investigative Services (DCIS), Plant Clearance Offices, the Federal Bureau of Investigation (FBI) and NATO.
3. Serves as program manager for the DLIS DEMIL programs.
4. Reviews and validates all new NSNs entering FLIS for DEMIL coding accuracy.
5. Reviews and validates the active inventory in FLIS for DEMIL coding accuracy.
6. Operates and maintains the DRMS Automated Information System (DAISY) DEMIL Challenge Program.
7. Completes special DEMIL projects submitted by the DOD DEMIL Program Management Office, the services/agencies and other related organizations.
8. Provides specialized DEMIL assistance to the FBI, Customs, TSCO, Plant Clearance Offices, DCIS, NATO, etc.
9. Completes FLIS internal processing of DEMIL actions requiring special intervention.
10. Performs systems surveillance and functional monitoring DEMIL applications within FLIS.
11. Provides DEMIL technical assistance and expertise to the services/agencies, including on-site visits and training.
12. Develops policies and procedures for the management of DEMIL data.
13. Provides direct updates to FLIS for DEMIL code changes under Memorandum of Agreement (MOA) with various services/agencies.
14. Provides technical assistance and training in DEMIL policy and procedures to DLIS-Cataloging Directorate (K), for use in provisioning and pre-provisioning conferences.

ITEM INTRODUCTION GENERAL SECTION (KLTG)

FUNCTIONS:

1. Provides item introduction and provisioning support for GSA, TACOM-NATICK, DLA Medical, C&T, and Subsistence.
2. Provides DD180 (Toolwork) support for processing and coordination; may include support to the DD180 database and FSC Dispute Panel.
3. Performs all duties as the Process Owner for Air Force Item Reduction Studies.
4. Receives, reviews, processes, and controls item introduction from NATO countries and other allied nations for materials manufactured or design-controlled in the U.S.

5. Provides technical assistance related to the NATO Codification System to contractors and other non-governmental participants.
6. Reviews and corrects transactions submitted to FLIS by NATO and other allied nations which are rejected. Inputs corrected data for use by U.S. logisticians.
7. Submits, manages, and oversees the engineering data assets which are stored in the NATO MEDALS Repository (Code D49).
8. Performs mentoring for NCB college students.
9. Receives, reviews, processes, and controls item introduction requests from the U.S. military services and DLA which require NSN assignment by the National Codification Bureaus of other nations.

ITEM INTRODUCTION TROOP SECTION (KLTT)

FUNCTIONS:

1. Provides item introduction and provisioning support for CECOM, Air Force, and DLA.
2. Provides DD180 (Toolwork) database support for processing to the FSC Dispute Panel.
3. Serves as the Army Custodian for Standardization through Item Reduction Studies.

LOGISTICS DATA PROGRAM MANAGEMENT DIVISION (KP)

MISSION:

Serves as the principal advisor and assistant to the Director of Logistics Data Management in providing logistics data management services for all activities of the Directorate. Serves as the customer advocate/liaison to ensure logistics data management support of the warfighter, military services, civil agencies, and international governments. Develops and implements logistics data management procedures and internal DLIS logistics data management, provisioning, and international policies for accomplishment of logistics data management functions within the Directorate. Functions as the Directorate focal point for the military services and DLA on cataloging policy and procedural matters. Responsible for production control and data systems interface support for the Directorate. Responsible for research and identification of new opportunities for improved logistics data management services and expansion of customer base. Serves as liaison for the DLA Supply Centers, Military Services, Civil Agencies, international customers, and private industry. As the focal point for logistics data management, internal policy and procedural matters, and logistics data management systems interface, this division is dedicated to providing excellent logistics support to our customers.

LOGISTICS DATA PROGRAM MANAGEMENT PROVISIONING BRANCH (KPD)

MISSION:

Serves as a focal point for the Directorate in providing provisioning services with the military services, federal agencies, private industry, DLA activities, and other DLIS offices. Responsible for processing provisioning documents, providing data management services, and requirements at guidance and provisioning conferences.

FUNCTIONS:

1. Serves as the Directorate point of contact for all provisioning and acquisition issues. Manages and provides corporate information to service provisioning, contracting, and management personnel.
2. Markets the services of DLIS applicable to provisioning and acquisition related areas.
3. Drives changes to current provisioning and acquisition guidance and regulatory documents.
4. Performs special projects in support of logistics data management and provisioning.
5. Coordinates Customer Relationship Management (CRM) resolutions to customer concerns regarding provisioning, logistics, and cataloging support.
6. Provides document processing, provisioning training, and staffing for conferences.
7. Coordinates cataloging actions in support of provisioning requirements, Contractor Supported Weapons Systems (CSWS), and Performance Based Logistics (PBL) requirements.
Includes monitoring and facilitating the timely completion of all post-conference actions.
8. Provides logistics data management services for acquisition programs for the military services and civil agencies. This includes guidance and provisioning conference participation.
9. Approves authority for FSC and Item Name assignment.

LOGISTICS DATA PROGRAM MANAGEMENT NATIONAL CODIFICATION BUREAU BRANCH (KPN)

MISSION:

Serves as the principal advisor to the DLIS Command and staff elements and as the DLIS focal point on all matters related to DLIS international support. As the U.S. NCB, provides cataloging services in support of allied defense ministries. Serves as the U.S. NCB representative to NATO and Pacific Area codification panels and task groups. Provides customer service to foreign and U.S. activities on matters related to the NATO Codification System. Supports the objectives of DOD and the theater Combatant Commands in assisting allied nations to establish or interface with NATO Codification System compliant cataloging systems. Provides program management for the Logistics Information Management Course for International Logisticians, known as the "NCB College."

FUNCTIONS:

1. Provides U.S. representation to NATO panel and subgroup meetings of the Group of National Directors on Codification (NATO Allied Committee 135) and to the Pacific Area Cataloging Seminar (PACS).
2. Provides liaison and technical assistance to NATO countries, other allied nations, and U.S. security assistance activities regarding U.S. cataloging services and logistics/technical data services.
3. Ensures the U.S. commitments, as agreed to by codification Standard NATO Agreements (STANAGs), are considered in potential changes to defense logistics policy.
4. Coordinates relevant U.S. proposed system and procedural changes with allied nations and allied proposed changes with U.S. collaborating activities. Assures the Federal Catalog System (FCS) interfaces with NATO and other allied countries. Provides assistance as it relates to the system's input/output data.
5. Provides support to the NATO Allied Committee 135 (Group of National Directors on Codification) and to the Combatant Commands in supporting implementation of the NATO Codification System by Partnership for Peace Countries and other allied nations.
6. Represents the U.S. International Logistics Data Management program within the U.S. Security Assistance and International Logistics Community. Participates in conferences and workshops; coordinates and helps update DOD training materials and otherwise ensures visibility and recognition of the program within the U.S. defense community.
7. Provides technical assistance related to the NATO Codification System to contractors and other non-governmental participants.
8. Develops, prepares, and manages Foreign Military Sales (FMS) cases to provide cataloging services, logistics data publications, consultation, and training to allied nations. FMS cases are prepared in accordance with the Security Assistance Management Manual (DOD 5105.38-M) as governed by the Arms Export Control Act.
9. Prepares and processes requests on behalf of NATO countries and other allied nations for special extracts and other services.
10. Sponsors and conducts specialized international cataloging training, at DLIS or overseas (for example the DLIS "NCB College").
11. Provides DLIS and AC/135 representation at ISO meetings and other events related to getting the industry version of the NCS and FCS, as represented by ISO Standards 22745 and 8000, recognized as the worldwide e-catalog standard.
12. Maintains and enhances all the sections of the DLIS Web site related to the NCS and other international cataloging subjects.
13. Customer service and support related to NATO Master Catalogue of References for Logistics (NATO MCRL).
14. Program management and international liaison for the ACodP-2/3 Multilingual product, which DLIS produces on behalf of AC/135.
15. Point of contact for resolving problems, issues, and proposed changes related to NATO CAGE codes. Act as liaison to the CAGE and CCR offices on international issues.

16. DD180 processing and coordination.
17. Responsible for compiling and sending out reports related to international cataloging required within AC/135. The reports include the NATO AC/135 Form 1 (NCB annual report) and the NATO AC/135 Electronic Statistical Report No. 1 (LSA reporting) that is filed twice per year. The ESR1 includes statistics related to the timeliness of processing new item requests received from other countries.

LOGISTICS DATA PROGRAM MANAGEMENT PROCESSES BRANCH (KPP)

MISSION:

Serves as a focal point for the Directorate in communicating with the military services, federal agencies, private industry, DLA activities, and other DLIS/DLA offices on internal policy and procedural matters related to logistics data management. Responsible for the development and administration of all internal logistics data management regulations, policies, procedures, and business plans for the Directorate of Logistics Data Management.

FUNCTIONS:

1. Serves as the Directorate representative for review, coordination, and liaison to CRS Program Manager on CRS functional issues, requirements, interfaces with service/agency legacy systems and training.
2. Manages the development and administration of internal logistics data management regulations, policies, and procedures. Manages the development, administration, and maintenance of the business agreements with DLA, the military services, and other government agencies for the Directorate. Develops and administers guidance workshops in support of new policies, procedures, or workload.
3. Point of contact with the military services, federal agencies, private industry, DLA activities, and other DLIS/DLA offices on policy and procedural matters relating to logistics data management support.
4. Serves as liaison responsible for protecting the services/agencies interests and supporting their requests.
5. Works with System Program Office contracting personnel to include DLIS in contract language to drive the usage of DLIS products and services.

LOGISTICS DATA MANAGEMENT SUPPORT DIVISION (KS)

MISSION:

Serves as the focal point for the Directorate for production control and management support.

FUNCTIONS:

1. Serves as the point of contact for all Directorate administrative studies, projects, and reports.
2. Responsible for Directorate-wide briefings and coordination/ consolidation of various articles, reports, and studies.
3. Develops and manages organization and position management information for the directorate. Prepares and coordinates organization change packages. Tracks manpower and provides advice to management.
4. Responsible for training administration and management. Develops the directorate fiscal year training plan. Schedules and procures training.
5. Coordinates, oversees, and tracks the DLIS-K budget, TAPS information and other statistical information.
6. Oversees the Management Control Program and directorate missions and functions.
7. Coordinates mass movement of personnel/equipment.
8. Serves as overall directorate focal point for the Defense Travel System (DTS).
9. Serves as directorate office of primary responsibility for security clearances.
10. Responsible for statistical analysis of workload, accounting, and corporate metrics.
11. Responsible for insuring all DLIS-K functions are performed in a timely manner.
12. Serves as the primary focal point/liaison for quality and performance measurement issues in support of customers.
13. Serves as office of primary responsibility for strategic planning.

ANNEX

CATALOGING TASKS

The following are functions and duties supporting the 12 DOD Cataloging Tasks commonly performed by logistics data managers, within the Directorate of Cataloging (DLIS-K).

1. Performs item name assignment in accordance with DOD directives.
2. Performs Federal Supply Class (FSC) determination by reviewing available technical data and using appropriate cataloging guidelines.
3. Performs item identification preparation and maintenance by recording characteristics data to describe physical and functional attributes of an item of supply.
4. Performs mechanical and manual item entry control prior to stock list action to prevent duplicate items from entering the System. In addition, item reduction studies are periodically performed to eliminate existing duplicate or similar items.
5. Performs technical data validation for purposes of item name assignment, FSC determination, item entry control, and item identification.
6. Performs provisioning support to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems. This is accomplished by reviewing provisioning parts lists and supporting provisioning conferences.
7. Performs data recording and maintenance to ensure complete, accurate, and current logistics information is recorded on existing items of supply. This is accomplished as a result of item management requests, incompatibility notices, technical data revisions, interchangeability, and substitutability decisions, and periodic record reviews.
8. Initiates and revises cataloging tools by developing and maintaining item names, FSC, and Federal Item Identification Guides.
9. Performs Supply Support Request (SSR) processing by recording user interests, assigning management data, and reviewing/accepting substitutes offered on consumable items managed by other services or agencies.
10. Performs data dissemination by providing logistics information to customers upon request.
11. Supports cataloging procedures and systems by reviewing and identifying needed changes and improvements.
12. Supports cataloging policy by reviewing and identifying needed changes and improvements.

DIRECTORATE OF LOGISTICS INFORMATION MANAGEMENT (S)

MISSION:

Acts as the Federal Catalog System (FCS) administrator. Develops/maintains policy to support the military services, civil agencies, North Atlantic Treaty Organization (NATO) member nations, and other foreign governments. Directs how the FCS operates as it pertains to the following: National Stock Number (NSN) assignment, Federal Supply Class (FSC), Federal Item Identification, Item Entry Control/Provisioning, Item Name and Item Identification tools and guides, logistics support databases, system edit and validation criteria, and Commercial and Government Entity (CAGE) data. Develops, coordinates, and maintains related manuals, handbooks, and procedures.

FUNCTIONS:

1. Spearheads efforts to improve the quality of the data in Defense Logistics Information Service (DLIS) data systems. Manages the Quality Data Base (QDB).
2. Manages the electronic interface for service agency collaboration application (DD Forms 1685).
3. Leads DLIS Project Office for cataloging policy, procedures, and functional data systems issues related to performance based logistics/contractor logistics support related weapons systems acquisition programs. Coordinates and integrates DLIS cataloging support to joint programs such as Joint Strike Fighter.
4. Manages the Government Industry Reference Data Edit Review (GIRDER) program and associated Interactive GIRDER (iGIRDER) system.
5. Provides E-Business services and solutions for integrated logistics support.
6. Manages and contracts for the environment that houses the Central Contractor Registration (CCR)/Federal Registration (FedReg)/Item Unique Item Identification (IUID) Registry/CAGE Maintenance System (CAMS)/Business Identification Numbering Cross-Reference System (BINCS). Contracts for and oversees the Registration Assistance Center (RAC) and other resources required to support the systems in the environments. Oversees the CCR, FedReg, and BINCS websites and information dissemination to customers in the military service and civilian agencies.
7. Serves as the U.S. Representative in the U.S./Canada Joint Certification Office.
8. Serves as Program and Operations Manager for the Department of Defense (DOD) Electronic Mall (EMALL).
9. Manages environmental data systems to include the Hazardous Materials Information Resource System (HMIRS) and Environmental Reporting Logistics System (ERLS), as well as the Environmentally Preferable Products (EPP) efforts.
10. Serves as chair of the Federal Catalog Committee and the DLIS representative to the Defense Logistics Agency (DLA) Technical and Quality Leadership group.

LOGISTICS INFORMATION INTEGRITY and ENVIRONMENTAL SYSTEMS DIVISION (SD)

MISSION:

Spearheads efforts to improve the quality of the data in DLIS data systems. Manages the QDB and the Electronic Interface for Service Agency collaboration application (DD Forms 1685). Manages the GIRDER program and associated iGIRDER system. Manages environmental data systems to include the HMIRS and ERLS, as well as the EPP efforts.

ENVIRONMENTAL SYSTEMS BRANCH (SDE)

MISSION:

Manages environmental data systems to include the HMIRS and ERLS, as well as the EPP efforts. Oversees and fosters a collaborative "value-added" environmental program in support of the war fighter anchored on the EPP Program. Manages the GIRDER and associated iGIRDER data system. Manages the electronic interface for service/agency collaboration (DD Form 1685) data base. Serves as CAGE Program Manager. Makes maximum use of state-of-the-art automated applications (e.g., iGIRDER, etc.) to achieve this mission.

FUNCTIONS:

1. CAGE Program Manager:

- a. Assigns/establishes/maintains CAGE codes in the CAGE Master File and CCR.
- b. Provides technical assistance to services/agencies and private industries regarding CAGE codes.
- c. Develops policies and procedures applicable to the CAGE Master File.
- d. Assigns/controls/maintains NATO Supply Codes for Manufacturers (NSCMs) and NATO CAGE (NCAGE) in the CAGE Master File.
- e. Develops and maintains association coding in the CAGE/CCR files to identify and maintain parent/affiliation relationships.
- f. Gathers, maintains, and disseminates socioeconomic information related to contractors in the CAGE Code/CCR Master files.
- g. Approves or rejects proposed maintenance actions involving previously assigned CAGE codes.
- h. Maintains the CAGE code database.
- i. Processes Verification of Contractors Status output letters to contractors.
- j. Maintains and provides information regarding debarred bidders.
- k. Maintains the data quality plans for CAGE.

2. GIRDER Program Manager:

- a. Controls, administers, and implements the GIRDER program.
- b. Coordinates with industry to validate their reference number data.

- c. Maintains information regarding the discontinuance of production items by private industry.
 - d. Tracks information regarding the discontinuance of production items by private industry.
 - e. Acts as program manager for iGIRDER and maintains web accesses for manufacturer's data.
3. Environmental Products (EPRO), Buy Green Program, and ERLS maintenance and management:
- a. Supports program management and oversight of ERLS for the Agency.
 - b. Serves as program manager over the ERLS life cycle.
 - c. Supports program management of the DLA Automated Data Warehouse System.
 - d. Collaborates with functional component (Headquarters [HQ]-DLA) on ERLS development, operation, and integration issues.
 - e. Collaborates with design and development component on ERLS development, operation, and integration issues.
 - f. Supports the Agency in providing data for visibility of daily chemical and isotope inventories.
 - g. Provides reporting protocols for notification of chemicals nearing or exceeding threshold quantities.
 - h. Insures that mandated annual reporting capabilities are in place.
 - i. Provides oversight of Tier I and II reports for Emergency Planning and Community Right to Know Act (EPCRA).
 - j. Provides oversight of Chemical Balance reports.
 - k. Provides a central location for unplanned release information.
 - l. Provides reporting/tracking visibility of environmentally preferred items.
 - m. Tracks requisitions and acquisitions for environmental items.
 - n. Creates reports to summarize purchases and sales of environmental items.
 - o. Provides the necessary information for reporting required by the Enterprise Operations Systems (EOS) to DLA: Distribution Depots, DRMS offices, Inventory Control Points (ICPs), centers and commands and other federal/military agencies and commands.
 - p. Provides oversight of tools for reporting hazardous chemical thresholds and pollution reduction, as mandated by E.O. 13101 and 13148.
 - q. Provides value-added support to facilitate DLA customer Resource Conservation and Recovery Act (RCRA) reporting requirements by collecting and forwarding to our customers data on "Green" product transactions.
 - r. Ensures accountable measure of merit reporting data is maintained and conveyed.
4. HMIRS Program Manager:
- a. Performs oversight of HMIRS.
 - b. Provides oversight of HMIRS functional components.
 - c. Serves as online administer of client-server software system used to maintain product record information.
 - d. Oversight of online web application for Materiel Safety Data Sheets (MSDS) and associated product record information.
 - e. Oversight of CD-ROM application, for off-network users to search and view product records.

- f. Provides maintenance and oversight of the 'Document Submittal Web Site' where vendors/suppliers submit MSDS and manufacturer labels.
 - g. Oversees and manages HMIRS central repository for MSDS for the United States Government military services and civilian agencies.
 - h. Maintains and exercises oversight of value-added information input by the service/agency focal point for: OSHA HAZCOM warning labels, transportation, and information.
 - i. MSDS logistics information for DLA managed hazardous materials and all assets in DLA Distribution Depots and Hazard Characteristic Codes (HCC).
5. EPP Program Manager:
- a. Ensures compliance with Federal requirements to manage and track hazardous materials EPP.
 - b. Provides oversight of all policy and procedure matters affecting the EPP program.
 - c. Develops plans, programs, and policies that support and promote the DOD/DLA role in environmental stewardship.
 - d. Supports our customers' efforts in greening the logistics pipeline, reducing waste-stream management, promoting a safer environment, and compliance with environmental procurement and reporting requirements.
 - e. Promotes DLA and DLIS as the leaders in the conscientious application of the Environmental Program and data management stewardship for DOD.
 - f. Ensures that protocols, plans, policies, and programs support federal, DOD, and Agency environmental policies and directives and serve to enhance readiness and support to the war fighter.
 - g. Promotes awareness and support of pollution concerns through training and awareness programs.
 - h. Provides sound, qualitative environmental advice, technical assistance, and "world-class" support to the warfighter and other sources.

DATA INTEGRITY BRANCH (SDQ)

MISSION:

Achieve DLIS' vision as the premier DOD logistics information-provider and a major broker of logistics information to federal and international agencies. The branch strives to maximize the quality, utility, objectivity, and integrity of the information disseminated by all data systems under DLIS cognizance. As with all databases, assurances of the accuracy and integrity of the data inherent to each and every item is of the utmost importance. To ensure adherence to relevant rules and regulations surrounding much of the data in many of DLIS systems, complicated editing is often required. Examines data in DLIS systems, analyzes identified discrepancies, and follows-up to ensure preventive, root-cause corrective actions are taken. Makes maximum use of state-of-the-art automated applications (e.g., World Wide Web (WWW), QDB, iGIRDER, Data Mining, etc.) to achieve this mission.

FUNCTIONS:

1. Administers Data Purification projects to ensure the accuracy and integrity of data in DLIS systems.
2. Develops and coordinates reconciliation projects between and among DLIS and external systems, including but not limited to Standard Automated Materiel Management System (SAMMS), Defense Automatic Addressing System Center (DAASC), DRMS Automated Information System (DAISY), and military service systems.
3. Administers and maintains the QDB.
4. Performs functions regarding QDB, GIRDER, and Mass Change Processes.
5. Acts as the DLIS focal point for Quality Action Plans and their implementation in all applicable DLIS directorates.
6. Acts as the focal point for all Enterprise Business System (EBS) data cleansing issues. In this role, inputs all issues into the QDB, monitors their processing, works with program managers to ensure corrections are made and root-causes are identified and corrected.
7. Manages all invalid data conditions related to the integrity and accuracy of all data in the FLIS. In this role, inputs all issues into the QDB, monitors their processing, works with Program Managers to ensure corrections are made and root-causes are identified and corrected.

FEDERAL CATALOG POLICY and SYSTEMS DIVISION (SI)

MISSION:

Administers the FCS. Develops/maintains policy, directs how the FCS operates, determines system edit and validation criteria, and develops and maintains related manuals, handbooks, and procedures. Leads DLIS Project Office for cataloging policy, procedures, and functional data systems issues pertaining to Performance Based Logistics/Contractor Logistics Support related Weapons Systems Acquisition Programs. Coordinates and integrates DLIS cataloging support to joint programs such as Joint Strike Fighter.

FCS SYSTEMS and PROCEDURES BRANCH (SIA)

MISSION:

Administers the development, execution, review, analysis, and application of plans, procedures, and systems relating to the Federal Cataloging System and the Federal Logistics Information System (FLIS). Manages and provides oversight of operations and applications for FLIS. Ensures data systems requirements are identified and implemented for special processing requirements, transaction management, provisioning screening, and data retrieval. Maintains and manages the Maintain Item of Supply (MIOS) and Transactions Management (TM) applications and data relative to functional area assignments in FLIS.

FUNCTIONS:

1. Administers FCS through FLIS to support through the DOD Item Entry Control Program and other prescribed data elements, to assure the maximum utilization of the information recorded in the FCS.
2. Develops procedures and provides technical guidance for performance of cataloging, including item identifications, catalog publications, cataloging aspects of item entry control and technical support to procurement. Develops and maintains control over technical procedures to ensure interface and coordination with supply chain and logistics processes and Communities of Interest which require FCS support or interface.
3. Serves as the principal office for procedures and functional requirements for data systems support of the FCS and the FLIS to include utilization and interfaces for catalog data in other logistic data management systems.
4. Supports transformational requirements such as DOD Net Centric environment, Integrated Data Environment and adoption of Commercial-Off-The-Shelf (COTS) Enterprise Resource Products (ERP) and other initiatives to support DOD, Federal, and International customers.
5. Serves as the DLA Interchangeability and Substitutability (I&S) focal point and as the DLIS I&S focal point.
6. Serves as Program Manager and performs functions for the following programs:
 - a. Identification and Cancellation Data. Includes National Item Identification Number (NIIN) status and status coding, NIIN assignments and reinstatements, emergency NSN assignment, aging cancellation process, and DLA/GSA exception coding.
 - b. Major Organizational Entity (MOE) Rule Data. Includes the MOE Rule and FSC Management Master Files, DLA/GSA exception process and standards.
 - c. Defense Inactive Item Program (DIIP). Includes evaluating the operation throughout DOD, policy and procedures changes, gathering of statistics, and report generation to the Deputy Under Secretary of Defense (Logistics and Materiel Readiness), on the identification and purging of obsolete items from FLIS.
 - d. Catalog Management Data (CMD), including annual surcharge process and emergency Source of Supply (SOS) updates.
 - e. Reference Number Data, including the reference number conversion criteria and adherence to the item supply concept.
 - f. Standardization Data, including participation in item reduction study working group meetings.
 - g. Freight Data, including the Master Freight Table and processing of freight mass change actions.
 - h. Packaging Data, including the interfaces with the Distribution Standard System (DSS) for the exchange of data.
 - i. Transaction Management. This includes activity code assignment, input/output edit tables and special edit tables, data recoveries, Follow Up (LFU) process, Document Identifier Code, Transaction On-Line Access (TOLA) and system/customer support. Provides technical assistance for Message Accountability Delivery System (MADS) and Interface Message Processors (IMPs).
 - j. Data Retrieval and Provisioning Screening. This includes processing LTI, LSF, LSR and updating and maintaining the Provisioning Screening Master Address Table (PSMAT).

- k. Effective Date and History Processing. This includes first of month, mid-month, and aging cancelled NIINs processes and the bi-annual history to the CD-ROM process.
 - l. Environmental Data, including addition and identification of hazardous and environmentally preferable material information in FLIS.
 - m. Interface with DLA Weapons Systems Data. This includes developing tools to support weapons systems customers and working with customers to add weapons systems data in FLIS.
 - n. Annual Surcharge Process. Includes coordinating, monitoring, and preparing reports for HQ DLA.
 - o. Support FLIS interface with the Cataloging Reengineering System and other tools used by DOD, Federal, and international cataloging entities.
 - p. Supports the Characteristic Mass Change process for converting supply items to new item names, Federal Supply Classes, and other related actions.
7. Determines priorities of logistics information management work and coordinates it daily with operations scheduling.
 8. Coordinates and participates in the execution of those portions of system design and implementation of ADP systems falling within assigned functional areas of responsibility to include: delineation of scope, preparation of test data, certification by means of functional procedures manuals, and preparation and conduct of functional training programs.
 9. Maintains responsibility for the System Surveillance. This includes monitoring functional systems, special processing, Sequential National File (SNF) processing, nuclear ordinance data processing, and Defense Automated Addressing System (DAAS) processing.
 10. Serves as focal point in requirements determination for new data management functions.

FCS POLICY AND PROGRAM MANAGEMENT BRANCH (SIC)

MISSION:

Provides Federal and DOD Program, Policy, and Resource Management for the FCS and the FLIS.

FUNCTIONS:

1. Administers the Federal/DOD Cataloging Program. Oversees FCS Policy.
2. Serves as the System Change Request (SCR)/Problem Report focal point for FLIS. This includes tracking and routing of the FLIS SCRs/Problem Reports (PRs). Obtains and monitors Job Order Numbers (JONs).
3. Develops objective goals and qualitative standards for measuring effectiveness and efficiency of operations.
4. Evaluates operational performance, identifies current and prospective problem areas, and recommends or initiates action.
5. Oversees the development of FCS policy and compliance of policies and procedures, such as NATO agreements, FCS Policy Manual, Military Standard Item Characteristic Coding Structure (MILSTICCS), etc., to manage characteristics data and guarantee a uniform FCS.
6. Provides guidance and assistance to the worldwide logistics community interpreting

characteristics data procedures, files, databases, and documents. This includes support to DOD Transformational Programs such as Performance Based Logistics, Net Centric Environments, and others.

7. Maintains responsibility for Program Management functions for sustaining the Federal Logistics Information System. This includes the responsibility for budgeting and financial management, such as the IT43 and capital funding submissions.
8. Manages the FLIS portfolio of mainframe and other related applications in terms of managing functional requirements, Systems Change Requests, Task Orders, Statements of Work, and other related actions to address priorities and resource utilization.
9. Ensures the development of systems security documents related to Authority to Operate (ATOs) such as Systems Security Authorization Applications (SSAA) and Application Security Support Plans (ASSP), to include also a Continuity of Operations (COOP) plan.
10. Supports various data calls and documentation requirements for the DOD, DLA, and DLIS portfolio management and related processes.
11. Develops and maintains the FCS and FLIS characteristics database structure.
12. Maintains responsibility for developing DOD Ammunition Codes, FSC structure and codes, Item Names and Federal Item Identification Guides (FIIGs), to include policy and procedures.
13. Responsible for managing the FSC characteristics database to include establishing the methods and rules used to develop and maintain the cataloging tools required to support the FCS.
14. Provides oversight and management for Characteristic edits guides, FCS taxonomy, FSC mass change, FIIG drawings and development, DOD 4100.39-M, Volume 3, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirements Directory (MRD), Master Requirement Codes (MRCs), reply tables, reply codes, Identified Secondary Address Code (ISAC), FIIG styles, ISAC control table, FIIG Drawing Cross Reference, FIIG Availability List, Characteristic Decode Process, Cataloging Handbooks H2, H3 and H6 (on WEB), Conversion of Non-Approved Item Names (NAINs) to Approved Item Names (AIN) and FSC/Item Name proposals and issues (DD180s).
15. Develops and executes new projects, programs, and system enhancements to ensure the integrity of the characteristics data of the FCS.
16. Performs program surveillance for characteristics data.
17. Coordinates/collaborates with services/agencies, NATO countries, and friendly foreign governments regarding proposed changes to characteristics data.
18. Performs program surveillance, instruction, and assistance for the Parlance Document Manager (PDM) System.
19. Serves as focal point for DOD 4100.39-M, FLIS Volume 3, Development and Maintenance of Item Logistics Data Tools.
20. Serves as program manager and performs functions for the following:
 - a. DOD Ammunition Codes (Cataloging Handbook H3), consisting of assigning new codes, maintaining ammunition code tables, correcting reference number/DODAC conflicts in FLIS, and developing system enhancements.
 - b. FSC classification policy and procedures, including addition/modification/deletion of FSCs/FSGs.

- c. FSC Structure, Groups and Classes (Cataloging Handbook H2), consisting of assigning new FSC/FSGs, maintaining FSC/FSG tables, Condition Code reduction, and system enhancements.
- d. Item Name policy and procedures, including the addition/modification/deletion of AINs, basic names, colloquial names, and maintaining Item Name tables.
- e. FIIG Program, including all policies and procedures.
- f. MRD, consisting of assigning and maintaining the MRCs, reply tables, reply codes, ISAC replies, style data, and ISAC control table inquiries.
- g. FIIG Drawing cross reference, including maintaining and revising illustrative, representative drawings for inclusion on the WWW.
- h. Characteristic edit guides, including tailored characteristics and ISAC control tables.
- i. Characteristics search, to identify NSNs to satisfy customer requirements, including asset availability and location.
- j. Responsible for coordination and resolution of FSC and Item Name proposals and issues (DD 180s).
- k. Taxonomies-creating a better interface between the FCS taxonomy and those of the commercial world and other governmental agencies.

E-SOLUTIONS DIVISION (SX)

MISSION:

Provides E-Business services and solutions for integrated logistics support systems under the cognizance of the Business Transformation Agency (BTA).

E-GOVERNMENT SYSTEMS BRANCH (SXB)

FUNCTIONS:

1. Establishes, maintains, and disseminates a Certified U.S./Canadian Contractor Access List as part of the U.S./Canada Joint Certification Program.
2. Serves as the DLIS CCR Program Manager to accomplish the following:
 - a. Maintains and improves the Central Contractor Registration program and CCR web site for collection of CCR vendor data. Both current and potential government vendors are required to register in CCR in order to be awarded contracts by the DOD, National Aeronautics and Space Administration (NASA), and Department of Transportation (DOT). The CCR is the primary vendor database for the DOD, NASA, and DOT. The CCR collects, validates, stores, and disseminates data in support of agency missions.
 - b. Identifies DLA mandated changes for CCR and implement same.
 - c. Develops and implements new projects, system enhancements to CCR and develops system design-preparation of test data and functional testing.
 - d. Develops/maintains the CCR website for contractors to establish new registrations, update/maintain registrations, search database by various data elements and

- categories, and obtain registration status of trading partner profiles, registration assistance, and CCR news.
- e. Researches and documents system problems and implements required changes to make corrections to the CCR program and web site.
 - f. Develops system design – preparation of test data and functional testing.
 - g. Develops and maintains the Data Quality Plans for CCR.
 - h. Identifies data quality issues and corrects the CCR database in which vendors may have erroneously entered incorrect data.
 - i. Supports Federal agencies and services efforts to bring their vendors into CCR.
 - j. Provides customer service for CCR uses, the vendors, contracting officers, and Integrated Process Team (IPT).
 - k. Solves complex CCR/CAGE issues.
 - l. Maintains CCR Tools, an inquiry system that provides authorized on-line users with the capabilities to search the CCR database and display CCR data on a specific Trading Partner (TP) and/or summarize CCR data by specific categories. CCR Tools consists of Public, Proprietary, and Sensitive (Financial) information. The CCR Tool was designed to support the Defense Finance and Accounting System (DFAS) and government buys and finance officers and is used to verify contractor data and EFT capability for receiving payments.
 - m. Maintains CCIS (CCR Customer Service Inquiry System), a Graphical User Interface (GUI) tool used to view CCR data and statistics, code searches, perform CCR resets, initiate TPIN and profile letters, change CAGE codes for the CCR application, Dial-Up (DUN) switches, Outbound Error List and EDI VAN Maintenance. CCIS is an internal DLIS application used only by CCR/CAGE and CCR RAC. Customer service has limited access.
 - n. Processes the CCR letter output to CCR registrants.
 - o. Provides for the dissemination of CCR data, data extracts, CCR Tools Web, and CR Rom products.
 - p. Maintains the Defense Information Technology Security Certification and Accreditation Process (DITSCAP).
 - q. Provides CCR guidance and training.
 - r. Maintains the CCR budget, invoices, ordering of software and materials.
 - s. Develops and maintains CCR policies and procedures (CCR Handbook, Access Control Policy).
 - t. Gathers and disseminates CCR statistical reports.
3. Serves as the U.S. Representative in the U.S./Canada Joint Certification Office accomplishing the following:
- a. Establishes, maintains, and disseminates a Certified U.S./Canadian Contractor Access List as part of the U.S./Canada Joint Certification Program. The JCP establishes the eligibility of U.S. and Canadian contractors to receive unclassified technical data disclosing critical technology under the control of DOD or Canada's Department of National Defense (DND).
 - b. Collects certification forms (DD Form 2345, a common form used by U.S. and Canadian contractors), maintains them on the mid-tier AS/400 database, and displays their certification status on a website. Information contained in the database is used by DOD and DND controlling authorities as a basis for approving or disapproving

- specific requests by contractors for technical data. Contractors that meet acceptance criteria are assigned a 5 year renewable certification code.
- c. Serves as the e-Government Support Environment overseer.
- d. Oversees operations, maintenance, and development work for the IUID program.

E-COMMERCE SYSTEMS BRANCH (SXM)

MISSION:

Responsible for seeking out and developing opportunities in E-Commerce and other evolving business approaches. Participates/partners with other DLIS elements to promote and enhance cataloging capabilities and expand the cataloging role in an E-Commerce/E-Business environment. Develops liaison with other federal and civil agencies to broaden our customer base and increase the scope of the Federal Catalog System. Works with government and commercial customers and suppliers to develop and implement E-Business initiatives, projects, programs, and solutions. Establishes DLIS's approach to the future in the area of cataloging. Evaluates future cataloging direction and requirements in the private sector and determines DLIS's role in providing national and international standards for cataloging. Identifies opportunities and evaluates tools for improving, streamlining, and automating cataloging processes. Identifies and promotes opportunities, tools, and techniques to expand/enhance the data in FLIS.

FUNCTIONS:

1. Serves as Program and Operations Manager for the DOD Electronic Mall (EMALL).
2. Exercises leadership and overall responsibility for management coordination and direction of the development of the DOD EMALL.
3. Responsible for the day-to-day operations, system availability, content, and functionality.
4. Provides Supplier Account Management (SAM) support to new DOD EMALL vendors.
5. Responsible for building, maintaining, and operation of the DOD EMALL NSN Catalogs hosted at DLIS.
6. Serves as Operations Manager for commercial catalogs hosted by DOD contractor host (DOD Hosting Program).
7. Identifies/develops EBusiness projects and tools, e.g., data strategies (UIR), new data sources, data automation, mining, and transfer tools (XSB).
8. Pursues E-Commerce initiatives including future approaches to cataloging in a global government and commercial context.
9. Responsible for cross referencing DOD EMALL NSNs with commercial part numbers, UPCs, etc.
10. Acts as liaison for cataloging standards/FLIS development (ECCMA).
11. Maintains the Business Objects Statistical Database used to develop, analyze, and promulgate DOD EMALL statistical and metric data.